



## PORTER COUNTY REFERENCE GUIDE

The Porter County Reference Guide is meant to assist frontline staff of law enforcement, government agencies and area nonprofits to guide residents to the appropriate social services resources in their community.

The guide specifically features emergency financial and health services and preventative education services.

There is a downloadable PDF of the guide available online at [unitedwaypc.org/about](https://unitedwaypc.org/about). Below are the instructions to properly print and fold the guide. It is up to the organization to provide hard copies to their staff for distribution.

If you have any questions, please contact us at 219.464.3583 or [info@unitedwaypc.org](mailto:info@unitedwaypc.org).

### PRINTING & FOLDING INSTRUCTIONS

- Paper size: 8.5x14
- Can be printed in color or black 'n white.
- How to print:
  - Print on legal (8.5x14) size paper for best results.
  - Print it using the 2-sided (tablet) or 2-sided (short-edge) option on your printer.
  - Guide will fold in half twice to standard, rack card or brochure size.
- How to fold:
  - First Fold: Fold at the center of the 8.5x14 size paper in half ON the dotted line that has a #1 above it. This is an inward fold.
    - You should see the front cover (title page) on the outside.
  - Second Fold: Now fold the brochure in half again ON the dotted line that has a #2 above it. This is an inward fold.
    - You should not see the #2 when your fold is complete and the front and back covers should be displayed on the outside.
    - The interior two panels should be emergency services information.